

**MINUTES / ACTIONS****AGENDA****STATE CIVIL SERVICE COMMISSION****GENERAL BUSINESS MEETING****WEDNESDAY, NOVEMBER 5, 2014****9:00 A.M.**

SHANNON S. TEMPLET
DIRECTOR

(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)

- Roll Call

THE STATE CIVIL SERVICE COMMISSION CONVENED ITS MONTHLY GENERAL BUSINESS MEETING AT 9:05 A.M. ON WEDNESDAY, NOVEMBER 5, 2014. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, COMMISSIONERS G. LEE GRIFFIN, D. SCOTT HUGHES, SIDNEY TOBIAS, AND RONALD CARRERE. VICE-CHAIRMAN JOHN MCLURE AND COMMISSIONER C. PETE FREMIN WERE ABSENT.

- Opportunity for Public Comment (No Attachment)

ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION TOOK THE SPECIFIED ACTION AS LISTED FOR EACH OF THE REQUESTS LISTED BELOW:

- 1) Request of the LSU Health Care Services Division – Medical Center of Louisiana at Sciences Center - New Orleans to exempt from the classified service, two (2) Group Leader positions, in accordance with State Civil Service Rule 4.1(d)2, effective November 5, 2014 through November 4, 2018. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 2) Request of the Housing Authority of the City of Eunice for an Individual Pay Adjustment in the amount of \$131.57 bi-weekly for Melissa Rene', Housing Specialist 3, in accordance with State Civil Service Rule 6.16(c), effective November 5, 2014. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 3) Request of Kenner Housing Authority to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective November 5, 2014. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 4) Consideration of the following requests to amend Optional Pay policies, in accordance with Civil Service Rule 6.16.2: **State Civil Service recommends approval of each request below.** (Representative from each agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED EACH OF THE REQUESTS.**
 - a. Kenner Housing Authority – effective November 5, 2014.
 - b. Housing Authority of East Baton Rouge Parish – effective November 5, 2014.

- 5) Request of Nicholls State University for an exception to State Civil Service Rule 17.6, in accordance with State Civil Service Rule 17.3, to grant performance adjustments via a lump sum payment. **State Civil Service recommends approval based on a calculation date of October 1, 2014.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST BY A VOTE OF 4-1. (COMMISSIONER HUGHES OPPOSED.)**
- 6) Request of State Civil Service to ratify the Director's interim approval of layoff avoidance measures for Southern University Systems Office, Southern University Baton Rouge, Southern University Law Center, Southern University Agricultural Research and Extension Center, and Southern University New Orleans in accordance with State Civil Service Rule 17.6, which were submitted after October 1, 2014. **State Civil Service recommends ratification of Director's interim approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION RATIFIED THE DIRECTOR'S INTERIM APPROVAL.**
- 7) Request of the State Civil Service to ratify the Director's interim approval of layoff avoidance measures for the Louisiana Commission on Law Enforcement in accordance with State Civil Service Rule 17.6, which was submitted after October 1, 2014. **State Civil Service recommends ratification of Director's interim approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION RATIFIED THE DIRECTOR'S INTERIM APPROVAL.**
- 8) Request of the Louisiana State Board of Practical Nurse Examiners to reappoint Classified WAE Incumbent who exceeded 1245 hours, in accordance with State Civil Service Rule 23.6(a-b), effective November 6, 2014. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 9) Consideration of the Minutes of the Commission Meeting held on October 1, 2014. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 10) Report on Evaluation Reports Issued
Human Resources Evaluation Reports:
- University of New Orleans
 - Central Louisiana State Hospital
 - Louisiana Special Education Center
 - Northwest Louisiana War Veterans' Home
- (Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**
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- 11) **10:00 A.M.** ~~Public investigation of MARSHALL E. PIERRE, SR., (SHANNON S. TEMPLET, Complainant), DOCKET NO. I-17937. Scott Bickford is representing the respondent and Adrienne Bordelon is representing the complainant.~~ **THIS MATTER WAS GRANTED A CONTINUANCE ON OCTOBER 29, 2014 AND RE-SET FOR HEARING AT THE DECEMBER 10, 2014 COMMISSION MEETING.**

- 12) **10:00 A.M.** Public hearing of **LESLIE BURNS, ET AL vs. LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER – SHREVEPORT AND THE DEPARTMENT OF STATE CIVIL SERVICE, DOCKET NO. S-17934**. J. Arthur Smith, III, is representing the employees; William A. Norfolk is representing Louisiana State University Health Sciences Center – Shreveport; and Adrienne Bordelon is representing the Department of State Civil Service. **THE COMMISSION GRANTED A MOTION TO DEFER WHICH WAS AGREED UPON BY ALL PARTIES.**

SUPPLEMENTAL AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS SESSION
WEDNESDAY, NOVEMBER 5, 2014

(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)

- 13) Request of the Division of Administration to exempt from the classified service, one (1) IT position, in accordance with State Civil Service Rule 4.1(d)2, effective November 5, 2014 through November 4, 2015. **State Civil Service recommends approval through March 31, 2015.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.** (Position number for incumbent must be emailed to misty.mcafee@la.gov. Please use **CSC 11-05-14 #13** as the reference when transmitting this information.)
- 14) Request of the Louisiana State Board of Medical Examiners to exempt from the classified service, one (1) Director of Operations position, in accordance with State Civil Service Rule 4.1(d)2, effective November 5, 2014 through November 4, 2018. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST. ~~AS RECOMMENDED BY STATE CIVIL SERVICE, EFFECTIVE NOVEMBER 5, 2014 THROUGH MARCH 31, 2015.~~** (Position number for incumbent must be emailed to misty.mcafee@la.gov. Please use **CSC 11-05-14 #14** as the reference when transmitting this information.)
- 15) Request of the Department of Revenue to exempt from the classified service, one (1) Legislative Liaison Officer position, in accordance with State Civil Service Rule 4.1(d)2, effective November 5, 2014 through January 11, 2016. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.** (Position number for incumbent must be emailed to misty.mcafee@la.gov. Please use **CSC 11-05-14 #15** as the reference when transmitting this information.)
- 16) Request of Southern University and A&M College System to implement a Premium Pay policy, in accordance with State Civil Service Rule 6.16(a) for campus police personnel working special university/non-university events, in the amount of \$5.00 to \$20.00 per hour, effective November 5, 2014. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**

- 17) Request of the Department of Public Safety to establish an Incentive Pay policy for the Office of Motor Vehicles, in accordance with State Civil Service Rule 6.16(d), effective January 1, 2015. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
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- Director's Report
 - **MAX REICHERT PRESENTED THE RESULTS FROM THE WORKFORCE PLAN SURVEY.**
 - **RAINETTE STEPHENS PROVIDED THE COMMISSION WITH THE SCS FOCUS GROUP FINDINGS.**
 - **CHAIRMAN DUPLANTIER ANNOUNCED DIRECTOR SHANNON S. TEMPLET HAS BEEN SELECTED AS ONE OF THIS YEAR'S WINNERS OF THE DUNBAR AWARD.**
 - **DIRECTOR SHANNON S. TEMPLET ANNOUNCED JACKIE GARRISON, IT DIRECTOR FOR SCS IS ALSO ONE OF THIS YEAR'S WINNERS OF THE DUNBAR AWARD.**
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- **Consideration of a motion to adjourn for Executive Session to consider Applications for Review of Civil Service Appeals. (All Commissioners to verbally vote.) ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO ADJOURN FOR EXECUTIVE SESSION TO CONSIDER APPLICATIONS FOR REVIEW OF CIVIL SERVICE APPEALS.**
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THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 10:39 A.M. ON WEDNESDAY, NOVEMBER 5, 2014.

RESPECTFULLY SUBMITTED,

SHANNON S. TEMPLET, DIRECTOR

DAVID DUPLANTIER, CHAIRMAN